



**Billing Code 7036-01-P**

## **NATIONAL FOUNDATION FOR THE ARTS AND THE HUMANITIES**

### **Institute of Museum and Library Services**

#### **Notice of Proposed Information Collection Request: Museum Application Program (MAP)**

##### **Application**

**AGENCY:** Institute of Museum and Library Services, National Foundation on the Arts and the Humanities.

**ACTION:** Notice; request for comments on this collection of information.

**SUMMARY:** The Institute of Museum and Library Services (IMLS), as part of its continuing effort to reduce paperwork and respondent burden, conducts a pre-clearance consultation program to provide the general public and federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act. This pre-clearance consultation program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed.

A copy of the proposed information collection request can be obtained by contacting the individual listed below in the **ADDRESSES** section of this notice.

**DATES:** Written comments must be submitted to the office listed in the addressee section below on or before January 21, 2019.

IMLS is particularly interested in comments that help the agency to:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques, or other forms of information technology, e.g., permitting electronic submissions of responses.

**ADDRESSES:** Send comments to: Dr. Sandra Webb, Director, Office of Grants Policy and Management, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135. Dr. Webb can be reached by Telephone: 202-653-4718 Fax: 202-653-4608, or by e-mail at [swebb@imls.gov](mailto:swebb@imls.gov), or by teletype (TTY/TDD) for persons with hearing difficulty at 202-653-4614.

**FOR FURTHER INFORMATION CONTACT:** Paula Gangopadhyay, Deputy Director, Office of Museum Services, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135. She can be reached by Telephone: 202-653-4717 Fax: 202-653-4608, or by e-mail at [pgangopadhyay@imls.gov](mailto:pgangopadhyay@imls.gov), or by teletype (TTY/TDD) for persons with hearing difficulty at 202-653-4614.

## **SUPPLEMENTARY INFORMATION:**

### **I. Background:**

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grant making, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit [www.imls.gov](http://www.imls.gov).

## **II. Current Actions:**

The Museum Assessment Program (MAP) is a technical assistance program that can help a museum attain excellence in operations and planning, through a confidential process of self-study and peer review. For over 30 years, MAP has helped over 5,000 small and mid-sized museums of all types through a confidential, consultative process of self-study and a site visit from an expert peer reviewer over one year. MAP helps museums strengthen operations, plan for the future and meet standards. MAP is currently administered by the American Alliance of Museums (Alliance) and supported through a cooperative agreement with the Institute of Museum and Library Services (IMLS).

This action is to create the forms and instructions for the program application for the Museum Assessment Program for the next three years.

*Agency:* Institute of Museum and Library Services

*Title:* Museum Assessment Program Application

*OMB Number:* 3137-0101

*Frequency:* Once a year

*Affected Public:* Museum staff

*Number of Respondents:* 124

*Estimated Average Burden per Response:* 7 hours

*Estimated Total Annual Burden:* 868 hours

*Total Annualized capital/startup costs:* n/a

*Total Annual costs:* \$23,784

*Public Comments Invited:* Comments submitted in response to this notice will be summarized and/or included in the request for OMB's clearance of this information collection.

Dated: November 19, 2018.

**Kim Miller,**

*Grants Management Specialist,*

*Institute of Museum and Library Services.*

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